



**State of Hawaii
Department of Health
Clean Water Branch**

**Do NOT submit
this document.**

Guidelines for CWB-NOI Form B

**Guidelines for Notice of Intent for Hawaii Administrative Rules,
Chapter 11-55, Appendix B, National Pollutant Discharge Elimination
System (NPDES) Notice of General Permit Coverage (NGPC)**

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1. Owner Information

The owner is the organization or person who owns the activity or facility, not necessarily the owner of the land. The acknowledgment of receipt of the NOI and the NGPC will be sent to the street or mailing address provided for this item.

2. Owner Type

If "Other" is checked, indicate the category type or types of the owner.

3. Operator Information

The operator is the organization or person who manages the daily activities at the facility.

4. Facility Information

For facilities which are part of a larger corporation, indicate the corporation name and the name by which the facility is known to the employees (i.e., ABC Inc. - DEF Facility). The street address is the facility location with respect to identifiable street names or adjacent developments or properties (i.e., 1234 15th Drive or northwest corner of 1st Street and X Avenue). The mailing address may be the mailing address of the facility's contact person.

5. Receiving State Water(s) Information

a. Receiving State Water(s) Name

- i. State waters means "all waters, fresh, brackish, or salt around and within the State, including, but not limited to, coastal waters, streams, rivers, drainage ditches, ponds, reservoirs, canals, ground waters, and lakes; provided that drainage ditches, ponds, and reservoirs required as part of a water pollution control system are excluded" (from HRS, Section 342D-1).
- ii. Identify the receiving State water name in relation to the facility based on the topography or contours of the land, excluding evaporation, percolation, retention, detention, etc. If the storm water discharging from the facility directly enters the State water, provide the name of that State water body. If the storm water discharging from the facility first enters a storm drainage system, provide the name of the receiving State water body that the storm drainage system enters and complete Item 5.c. Sample responses for this item include: Pacific Ocean at Sandy Beach, Honolulu Harbor, Pearl Harbor, Aiea Stream, unnamed stream, Kaloι Gulch, unnamed dry gulch, or gully, etc.
- iii. Provide the coordinates of the discharge point where storm water from the facility first enters the receiving State water. If the storm water first enters a storm drainage system, provide the discharge point coordinates for the outfall where the storm drainage system enters State waters to the nearest one (1) second. If possible, use the Global Positioning System (GPS) or Geographical Information System (GIS) to obtain the coordinates on the NAD83 datum. Otherwise, use a U.S. Geological Survey (USGS) or any other appropriate map to interpolate the coordinates.

- iv. If the storm water discharge enters the receiving State water as a sheet flow, provide the coordinates based on the limits of discharge (i.e., Latitude 21°27'46"N, Longitude 158°01'27"W to Latitude 21°27'55"N, Longitude 158°01'44"W).
 - v. State water classification is available on the Water Quality Standards Map dated October 1987 or in HAR, Chapter 11-54. The maps are available on the CWB website at <http://www.hawaii.gov/health/environmental/water/cleanwater/wqsmaps/index.html>. HAR, Chapter 11-54 is available on the DOH website at <http://www.hawaii.gov/health/about/rules/11-54.pdf>.
 - b. Attach the information requested in Item 5.a. on a separate sheet if there are additional discharge points. Properly label the discharge points with numbers (i.e., Discharge Point No. 1, Discharge Point No. 2, etc.) which correspond to the location map(s) and flow chart(s) submitted. If there are multiple drainage structures (i.e., inlets) and multiple discharge points, designate which inlets lead to each discharge point.
 - c. Discharges applicable to Item 5.c. include storm water runoff which enters a storm drainage system or discharges to the right-of-way which flows into a storm drainage system. Provide the discharge point coordinates for each drainage structure where the storm water runoff enters the storm drainage system to the nearest one (1) second. If possible, use the GPS or GIS to obtain the coordinates. Otherwise, use a USGS or any other appropriate map to interpolate the coordinates. If the approval to discharge into the storm drainage system is pending, submit a copy of the application or letter requesting approval.
6. Quantity of Storm Water Discharge
- a. Enter the storm water runoff quantity calculated while the representative sample was taken or
 - b. Estimate the storm water runoff from the facility, assuming a representative rainfall event (0.1 inch).
7. Non-Storm Water Information
- a. Source(s) of the Non-Storm Water

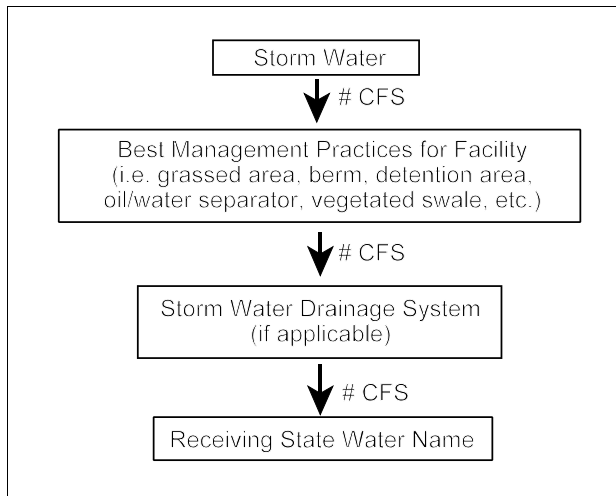
Only storm water runoff from an industrial activity is covered by this General Permit. Discharge of treated effluent or process wastewater into receiving State waters may require a separate NPDES permit. Provide information on any non-storm water (i.e., treated effluent, process wastewater, equipment/vehicle washwater, irrigation water, water used for dust control, etc.) that may be generated by the facility.
 - b. Period of Non-Storm Water Discharge

If the non-storm water is discharged from the facility, identify where the water is discharged to and the period of the non-storm water discharge.
 - c. Non-Storm Water Handling Method

If the non-storm water is not discharged from the facility, identify the non-storm water handling methods to prevent discharge.
8. Location Map
- a. Provide a location map on 8-1/2 by 11 inches sized paper showing the island on which the facility is located and the approximate location of the facility.

- b. Provide a topographic map on 8-1/2 by 11 inches sized paper or folded to 8-1/2 by 11 inches showing at least one mile beyond the facility's property boundaries and the receiving State water(s). The map should also include the discharge point(s) where the storm water runoff exits the facility and discharges to the receiving State water(s) and, if applicable, the locations where the storm water runoff enters into a storm drainage system/structure.
- c. If there is more than one (1) discharge point into a drainage structure and/or State receiving water, provide identification numbers and coordinates for each discharge point.

9. Flow Chart



An example of a line drawing indicating how the storm water flows through the facility and the approximate amount of flow is shown. Indicate any treatment system(s) or erosion control(s) used. The quantity of discharge contributed by each source (i.e., storm water from four different drainage areas) may be estimated if no data is available.

10. Existing or Pending Permits, Licenses, or Approvals

- a. Indicate any additional NPDES Permit number and/or NGPC File number which is associated with this facility.
- b. Provide any Department of the Army (DA) file number associated with the facility.
- c. Provide the Section 401 Water Quality Certification (WQC) file number associated with the DA Permit.
- d. Provide the RCRA Permit number for any hazardous wastes stored or used at the facility.
- e. For SARA Facilities, indicate the chemicals and their quantities on site.
- f. Others (i.e., Underground Injection Control file number).

11. NGPC Renewal

If this is a CWB-NOI Form for NGPC renewal, provide the NGPC file number previously assigned to this facility in the space provided.

12. Automatic Coverage

- a. Claiming Automatic Coverage

The owner or operator may request automatic coverage under the applicable NPDES General Permit if the CWB-NOI Form is for a new discharge and he/she believes that the CWB-NOI Form is complete, the filing fee has been paid, and that they are complying with the applicable

NPDES General Permit requirements. The risks involved with claiming automatic coverage include:

- i. The CWB-NOI Form may later be found to be incomplete by the Director or by a court;
- ii. The owner or operator may not be covered under the terms of the General Permit, even if the CWB-NOI Form is complete;
- iii. The owner or operator may be acting in conflict with the NPDES General Permit or HAR, Chapter 11-55 even if the owner or operator is complying with its CWB-NOI Form; and
- iv. The Director may modify, revoke and reissue, or terminate an NGPC under HAR, Section 11-55-34.11.

b. Waiving Automatic Coverage

The owner or operator agrees to wait until receipt of the NGPC issued by the Department before starting the activity or discharge.

13. North American Industrial Classification System (NAICS) United States Structure Codes

See General Guidelines for NOI Forms B through L - Note IV.

14. Facility Site Map

Attach a site map on 8-1/2 by 11 inches sized paper or folded to 8-1/2 by 11 inches which has labeled the information requested in Item 14.a. (i.e., aggregate stockpile - raw material, cold-plane material stockpile - waste materials, etc.). If any items are not applicable, indicate them by number in Item 14.b.

15. Storm Water Pollution Control Plan (SWPCP)

Section 6 of HAR, Chapter 11-55, Appendix B indicates the SWPCP requirements. Portions of this section list the applicable items required in the SWPCP and procedures for maintaining, updating, and revising the SWPCP.

Section 7 of HAR, Chapter 11-55, Appendix B indicates the additional conditions to be submitted in the SWPCP for facilities which are subject to Superfund Amendments and Reauthorization Act (SARA) Section 313 requirements.

- a. For a proposed facility which is a new discharger, submit a SWPCP which meets the applicable requirements as specified in Sections 6 and/or 7 of HAR, Chapter 11-55, Appendix B with CWB-NOI Form B or within 120 days of the date of NGPC issuance or applicant claimed automatic coverage. The SWPCP shall be implemented within 180 days after submittal.
- b. For an existing facility which is renewing the NGPC, submit the existing or updated SWPCP which meets the applicable requirements as specified in Sections 6 and/or 7 of HAR, Chapter 11-55, Appendix B, with CWB-NOI Form B. The facility shall continue to implement its SWPCP.

16. Multiple Outfall or Discharge Point Information

If your facility has two or more outfalls or discharge points which convey substantially similar storm water runoff discharges, you may request permission from the Director of Health to sample and analyze effluent from only one outfall or discharge point and state that the results of the analyses

apply to other substantially similar discharges. If your request is granted by the Director of Health, identify which outfall or discharge point you did test and describe why the outfalls or discharge points which you did not test are substantially similar to the tested outfall or discharge point.

17. Physical Storm Water Runoff Quality

Place an "X" in either the "Believe Present" column or the "Believe Absent" column based on the test results or your best estimate. Provide an explanation for why each parameter is believed to be present in the discharge, as applicable.

18. Water Quality Parameters

- a. All of the parameters must be tested and reported. Provide a copy of the laboratory data sheets with Quality Assurance/Quality Control and Chain of Custody documents, as applicable.
- b. In cases when the test results are not available at the time of NOI submission due to a lack of a representative storm event for sampling, leave Item 18.a. blank and check Item 18.b. which states that "the owner will monitor the next representative storm event and submit the test results as required in Item 18.a. to the Department within 30 days of the sampling."
 - i. Representative Storm as defined in HAR, Section 11-55-01:

""Representative storm" means a rainfall that accumulates more than 0.1 inch of rain and occurs at least seventy-two hours after the previous measurable (greater than 0.1 inch) rainfall event."
 - ii. A sample may be collected if there was no discharge of storm water runoff from the facility to State waters during the storm event which occurred within the previous seventy-two hours. (i.e., On Monday a storm event occurred at ABC, Inc., however there was no discharge of storm water to State waters. Samples may be collected during Thursday's storm event discharge.)
 - iii. If the sample collected during a representative storm is insufficient to test for all the parameters specified in Item 18.a., another sample may be collected at the next representative storm event and be tested for the remaining parameters. The test results shall be submitted to the Department within 30 days of the sampling.
- c. Test results shall be obtained from a representative sample. "Representative sample" as defined in HAR, Chapter 11-55, Appendix A, Section 14(a):

"As used in this section, a representative sample means that the content of the sample shall:

- (1) Be identical to the content of the substance sampled at the time of the sampling;
- (2) Accurately represent the monitored item (for example, sampling to monitor final effluent quality shall accurately represent that quality, even though the sampling is done upstream of the discharge point); and
- (3) Accurately represent the monitored item for the monitored time period (for example, sampling to represent monthly average effluent flows shall be taken at times and on days that cover significant variations). Representative sampling may include weekends and

storm events and may mean taking more samples than the minimum number specified elsewhere in the applicable general permit.

The burden of proving that sampling or monitoring is representative is on the permittee."

- d. One test result may be reported for Salinity, Chloride, or Conductivity.
 - e. The test results shall be reported to the nearest decimal place or whole number as shown in the parentheses following each parameter. For example, "Temperature (0.1 °C)" - Temperature shall be reported to the nearest tenth of a centigrade and "Ammonia Nitrogen (1 µg/l)" - Ammonia Nitrogen shall be reported to the nearest whole microgram per liter.
 - f. Indicate the test method used for each parameter. The test methods that may be used are promulgated in 40 CFR Part 136 and, when applicable, listed in the references of chemical methodology for seawater analyses (see HAR, Chapter 11-54, Section 10(b)). If a test method has not been promulgated for a particular parameter, you may apply for approval of an alternate test procedure by following 40 CFR Section 136.4.
 - g. The detection limit of the test methods used shall reflect the applicable numerical limitations as specified in HAR, Chapter 11-54 and shall be indicated.
 - i. The test method indicated shall have the detection limit below and closest to the numerical limit specified in HAR, Chapter 11-54. For situations where the numerical limitation is below the detection limit of the test methods, use the test method which has the detection limit closest to the numerical limitation.
 - ii. If the test result is not detectable, indicate that the test result is "N.D." or "not detected."
 - h. Provide the specific numeric criteria for the receiving water from the "geometric mean not to exceed the given value" column of the applicable table in HAR, Section 11-54-05.2(b)(1), (d)(1), or (d)(2) or Section 11-54-06(a)(3), (b)(3), or (c)(3). The analysis shall include an explanation and evaluation of the storm water discharge quality data collected with respect to the applicable specific numeric criteria for the receiving water(s) specified under HAR, Chapter 11-54.
19. Toxic Parameters
- a. Test and report on the parameters which are believed to be present in the effluent. For example, if a tank containing a petroleum product leaked, you should expect that petroleum product to be present in the storm water runoff. Provide a copy of the laboratory data sheets with Quality Assurance/Quality Control and Chain of Custody documents, as applicable.
 - b. The parameters are categorized into Metals, Organonitrogen Compounds, Pesticides, Phenols, Phthalates, Polynuclear Aromatic Hydrocarbons, Volatile Organics, and Others and are listed alphabetically. A Glossary of Chemicals is listed in Note V of the General Guidelines for NOI Forms B through L.
 - c. Fill in each space to indicate that each parameter has been considered. If a parameter does not apply to the activity, enter "N/A" for "not applicable" in the "Test Result" column to show that the parameter was considered. In cases when test results are not available at the time of the NOI submission due to a lack of a representative storm event for sampling, complete the columns for Test Method, Method Detection Limit, and HAR, §11-54-03(b)(3) for parameters believed to be present. If the Test Result column is left blank, the CWB will consider the parameter to be present and test results will be required.

- d. The test results shall be reported in micrograms per liter.
- e. Indicate the test method used for each parameter. The test methods that may be used are promulgated in 40 CFR Part 136 and, when applicable, listed in the references of chemical methodology for seawater analyses (see HAR, Chapter 11-54, Section 10(b)). If a test method has not been promulgated for a particular parameter, you may apply for approval of an alternate test procedure by following 40 CFR Section 136.4.
- f. The detection limit of the test methods used shall reflect the applicable numerical limitations as specified in HAR, Chapter 11-54 and shall be indicated.
 - i. The test method indicated shall have the detection limit below and closest to the numerical limit specified in HAR, Chapter 11-54. For situations where the numerical limitation is below the detection limit of the test methods, use the test method which has the detection limit closest to the numerical limitation.
 - ii. If the test result is not detectable, indicate that the test result is "N.D." or "not detected."
- g. Provide the specific numeric criteria for the receiving water (freshwater or saltwater) from the "acute" column of the table in HAR, Section 11-54-04(b)(3).

20. Additional Information

Any other site-specific information pertaining to the facility may also be provided in this section. Additional sheets may be attached with reference to Item 20.

21. Authorization of Representative

- a. Alteration of the text in this item will result in the invalidation of the authorization statement(s).
- b. If the person being duly authorized as the representative is the same person signing the certification page (Item 22), do not complete this item.
- c. Authorization statements are provided for the owner to complete as required. Options include statement(s): "a" or "b" or "c" or "a and c" or "d." If choosing "a and c," the owner may specify one representative in option "a" and another in option "c."
 - i. Option "a": This authorization begins with NOI processing and ends upon the owner's or operator's receipt of the NGPC. After issuance of the NGPC, the owner corresponds directly with the CWB.
 - ii. Option "b": This authorization begins with NOI processing and ends upon receipt of the CWB-NOC Form by the CWB.
 - iii. Option "c": This authorization begins upon the owner's receipt of the NGPC and ends upon receipt of the CWB-NOC Form by the CWB.
 - iv. Option "d": If authorization statements a, b, and/or c do not meet the intent of the authorization, the owner or operator or its duly authorized representative may attach a separate authorization statement specifying the limited authorization of the representative.
- d. Additional information will be requested from the authorized representative (with a copy to the owner) at the street or mailing address or phone or fax number provided for this item, as applicable.

- e. Provide the duly authorized representative's information in the applicable item(s). There shall be only one duly authorized representative at any time. The designated duly authorized representative may be changed by the owner at any time during the processing of the CWB-NOI Form or the term of the NGPC. The duly authorized representative will no longer be authorized effective on the date of receipt of any new authorization statement from the owner.
- f. Pursuant to HAR, Section 11-55-34.08(f), all other reports or responses to requests for information required by the director shall be signed by a person designated in HAR, Section 11-55-07(a) or by a duly authorized representative of that person.
- g. HAR, Sections 11-55-07(b) and (c) state:
 - "(b) A person is a duly authorized representative only if:
 - (1) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, superintendent, or position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company, (A duly authorized representative may thus be either a named individual or any individual occupying a named position.);
 - (2) The authorization is made in writing by a person designated under subsection (a); and
 - (3) The written authorization is submitted to the director.
 - (c) If an authorization under subsection (b) is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of subsection (b) must be submitted to the director prior to or together with any reports, information, or applications to be signed by an authorized representative."

22. Certification

- a. Do not alter the statements in or format of this item. Alteration of this item will result in the invalidation of this CWB-NOI Form submittal.
- b. The person certifying this CWB-NOI Form must meet one of the descriptions as indicated in this item and be employed by the owner listed in Item 1. **The contractor, consultant, and/or duly authorized representative is not authorized to sign.**

